



PROJECT EVALUATION & FINANCIAL REPORT

For Basic Support Grant Recipients

This Project Evaluation & Financial Report (PEFR) is required of every grantee. Failure to submit this report will jeopardize receipt of your final payment & future applications.

- Use your original grant application to provide the basis for your narrative & budget reports.
- Type your answers.
- Send the NAC the copy with original signatures, and make one copy for your files.
- **Postmark this report no later than July 31, 2002.**
- Call the NAC immediately if you have questions or concerns: 1-800-341-4067; 595-2122 in the Omaha area.

NAC USE ONLY

ID# _____
Amount: _____
Staff _____
Acct. Dept. _____
Date: _____
BSG _____
SAA _____
NEA _____
OTH _____

1. Organization's Legal Name:

2. Address:

City/State/Zip:

3. Facility/facilities where programs took place:

THIS REPORT COVERS ACTIVITIES TAKING PLACE FROM JULY 1, 2001 through JUNE 30, 2002

4. Personnel Summary	Number
Full time employees	
Part time employees	
Volunteers	

* Persons benefiting include audience members and participants

5. Persons benefiting from programs *	Number
Adults	
Children & youth	
Participating artists	
Teachers	

STATISTICS - The following information is for statistical purposes only.

6. Arts Education (check the appropriate statement)

- ☐ 50% or more of this project's activities are arts education directed to:
- ☐ K-12 students ☐ Pre-kindergarten ☐ Higher education students ☐ Adult learners
- ☐ Less than 50% of this project's activities are arts education directed to:
- ☐ K-12 students ☐ Pre-kindergarten ☐ Higher education students ☐ Adult learners
- ☐ None of this project involves arts education

7. Organizational Characteristics (check only one)

Select the category that represents at least 50% of the staff or board membership

- ☐ American Indian/Alaska Native ☐ Black, not Hispanic ☐ Asian/Pacific Islander ☐ Hispanic
- ☐ General - at least half of the staff or board or membership is not of one race.

8. Cultural Emphasis of the Project (check only one)

Select the category that indicates which culture or traditions were clearly emphasized

- ☐ American Indian/Alaska Native ☐ Black, not Hispanic ☐ Asian/Pacific Islander ☐ Hispanic
- ☐ General -- the project did not emphasize any one ethnicity.

9. Participant profile *Check all that apply*

- ☐ American Indian/Alaska Native ☐ Black, not Hispanic ☐ Asian/Pacific Islander ☐ Hispanic ☐ White, not Hispanic

10. Artist profile *Check all that apply*

- ☐ American Indian/Alaska Native ☐ Black, not Hispanic ☐ Asian/Pacific Islander ☐ Hispanic ☐ White, not Hispanic

11. Check the description that is most appropriate for your organization:

- ☐ Presenting/sponsoring events. *This grant supported the production of exhibitions, performances, readings, screenings, etc. that were created elsewhere and then offered to an audience or participants as part of your schedule.*
- ☐ Touring. *This project supported the movement of artworks and/or artists for performances, readings, screening, etc. to benefit audiences in different geographic areas.*
- ☐ None of our programming involved presenting or touring.

NARRATIVE

Answer the following questions on no more than three 8.5 x 11 inch pages, one side only. Begin each response by repeating the corresponding letter and question.

Attach examples, such as programs, newspaper articles and/or educational materials that help illustrate your accomplishments last year.

- 12.** Briefly describe your organization's year of programs that was made possible by this grant. If the scope of what your organization accomplished was reduced or increased substantially from what you had originally proposed, explain why.
- 13.** Compare actual revenue and expenses for this year with what was proposed in the application. If any of your subtotals vary from the application by more than 20%, explain why.
- 14.** The money awarded to your organization is made possible thanks to an allocation from the State of Nebraska and/or the National Endowment for the Arts. Twice each year, the NAC compiles a report for members of the Nebraska Unicameral that lists grants awarded in each legislative district. This report summarizes successful projects that demonstrate the impact of the arts in our communities, schools and organizations. If you would like to provide a brief statement that describes the impact this grant had for your organization or community, please do so in the space below. **Can we quote you?** ☐ yes ☐ no Thanks!

COMPLETE THE BUDGET, THEN READ & SIGN:

I do hereby certify that the figures submitted to the best of my knowledge, are true and accurate. I also certify that his program was in compliance with all guidelines and restrictions imposed by the Nebraska Arts Council, a state agency, and the National Endowment for the Arts, a federal agency. The project complied with Title VI of the 1964 Civil Rights Act; the Drug Free Workplace Act of 1988, Title IX of the Education Amendments of 1972 (if applicable) and Section 504 of the Rehabilitation Act of 1973. All information submitted in this application and the subsequent filing of the Performance Evaluation and Final Report are available for public inspection.

Signature of person completing this form

Date

Typed name

Address

City, State & Zip

Daytime phone (include area code)

Evening phone (include area code)

Email Address

BASIC SUPPORT GRANT FINANCIAL REPORT

Use this form to summarize **actual** cash expenses. **Also attach** an itemized budget of cash expenses and revenue. The total for cash expenses should be the sum of subtotals of items 15 through 21. **Round all figures to the nearest dollar.**

If your organization relies on in-kind contributions, note the sources of those contributions in the budget itemization, but do not include in-kind contributions as part of the cash budget total.

Expenses	Proposed Cash Expenses from your application	Actual Cash Expenses FY2001-02	2001-02 In-kind contributions
15. Personnel			
Administrative			
Artistic			
Technical/Production			
Subtotal	\$	\$	\$
16. Outside Service Fees			
Artistic			
Technical			
Other professional			
Subtotal	\$	\$	\$
17. Space/Facilities	\$	\$	\$
18. Travel	\$	\$	\$
19. Production	\$	\$	\$
20. Marketing/Publicity	\$	\$	\$
21. Administration			
Fundraising			
Postage			
Office services			
Printing			
Prof. Development			
Other			
Subtotal	\$	\$	\$
22. TOTAL CASH EXPENSES	\$	\$	\$

Complete the following information if applicable. Do not include in the total of annual operating expenses (line 22), but attach an explanation of the debt/expense, or outline your campaign, including timeline. In the case of organizational debt, outline plans to reduce and eliminate the deficit.

Acquisitions/major renovations	\$	Projected
Accumulated organizational debt	\$	Campaign Goal:
Capital campaign expenses	\$	
Endowment campaign expenses	\$	

Continued on next page

BASIC SUPPORT GRANT FINANCIAL REPORT

Use this form to summarize **actual** cash revenues. **Also attach** an itemized budget of cash expenses and revenue. The total for Cash Revenue should be the sum of subtotals for items 23 through 30. **Round all figures to the nearest dollar.**

Revenue	Proposed Cash Revenue from your application	Actual Cash Revenue FY 2001-02
23. Admissions		
Single tickets		
Season ticket memberships		
Other types of ticket sales		
Subtotal	\$	\$
24. Contracted services		
Services to outside organizations		
Tuition, workshop fees, etc.		
Subtotal	\$	\$
25. Other earned income		
Interest		
Program advertising		
Gift shop/concessions		
Product sales		
Memberships (other than season tickets)		
Subtotal	\$	\$
26. Business donations	\$	\$
27. Foundation support	\$	\$
28. Other unearned income		
Individual donations		
Special events		
Subtotal	\$	\$
29. Government grants		
Federal		
State/Regional (not including this BSG grant)		
City/County		
Subtotal	\$	\$
30. Cash on hand	\$	\$
(existing funds used to balance budget)		
31. Total Applicant Income TOTAL	\$	\$
(sum of subtotals for lines 23 through 30)		
32. NAC BSG GRANT AWARD	\$	\$
33. TOTAL INCOME	\$	\$

(sum of lines 31 & 32; total income should be equal to line 22, total expenses)